



# Administration

## Cloning a SEND Portal Form Definition

Existing form definitions from both the SEND Citizen Portal and the SEND Professional Portal can be duplicated (cloned) and then amended. Cloning creates a copy of the original form definition, showing the existing **Form Definition** details. You can change the details to reflect the new form definition and modify the questions required. If a question has previously been used in a form definition that has been saved to a student's chronology, it cannot be amended.

### Cloning a SEND Portal Form Definition

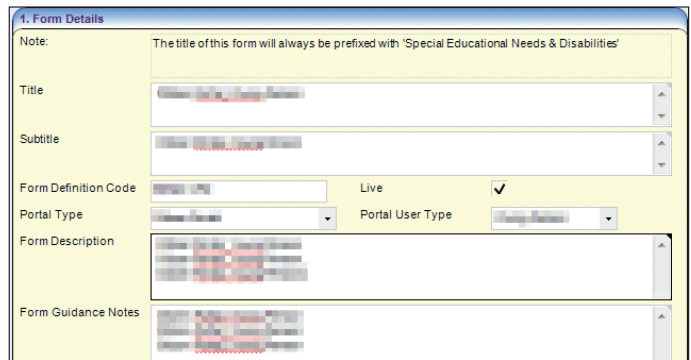
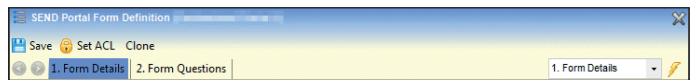
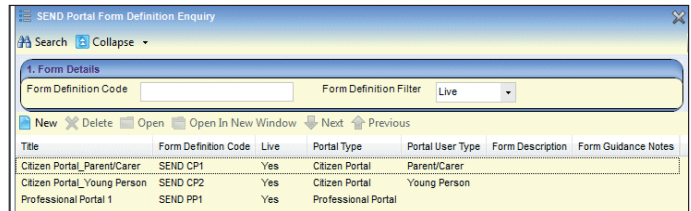
To clone a SEND Portal form definition:

1. In the v4 Client, select **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Form Definitions** to display the **SEND Portal Form Definition Enquiry** page.
2. Click the **Search** button to display the list of existing form definitions for both the Citizen and Professional portals.
3. Double-click the required form definition to display the **SEND Portal Form Definition [Title]** page.
4. Click the **Clone** button to open a new, editable version of the form definition.
5. On the **Form Details** panel, make the required changes to the cloned form definition.

It is recommended that you enter a different **Title**.

The **Form Definition Code** must be unique for each new form definition.

6. Click the **Save** button to save the new form definition.



### Viewing the Form Questions

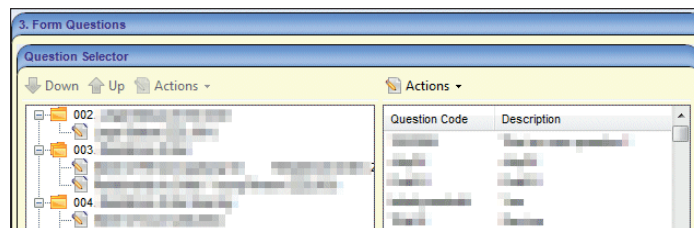
The **Form Questions | Question Selector** panel is the foundation of the form definition. The questions and the question groups on the cloned form definition are displayed in the same order as the existing form, but these can be changed.

The left pane of the panel is pre-populated with the existing questions. Each question has been added to a group. The group number relates to the header on the form. The question groups start with 002, as the first question is always the subject details.

The right pane of the panel is pre-populated with all of the form questions. Each question relates to a field within a panel on the form. A question code can only be used once on a form.

If you do wish to make any changes, clicking the **Actions** button on the left pane enables you to:

- Edit Group
- Delete Group
- Delete Question From Group.



Questions can also be moved by using drag and drop.

If you do wish to make any changes, clicking the **Actions** button on the right pane enables you to:

- Create New Question
- Add Question to Form
- Add Question to New Group on Form.

#### Related Reference Guides:

- RG\_Administration\_Creating SEND Citizen Portal Form Definitions
- RG\_Administration\_Creating SEND Professional Portal Form Definitions